

# Document Checklist

## Transfer of Ownership

***You must have an appointment to submit your application.***

**Aimee Jensen  
Deputy City Clerk  
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- Each item listed below are required for a complete application.
- Please be sure entire application and supporting documentation is single sided.

- Colorado Fermented Malt Beverage License application (DR8403).
- Wholesaler Affidavit of Compliance
- Transfer Affidavit
- Deed (or) Lease. The lease must match the applicant's name on the DR8403, question #2.
- Floor diagram of premises (8½" x 11" only).
  - Must be an exact representation of the licensed premise.
  - Include length and width of exterior walls only.
  - Include bars, walls, partitions, entrances/exits, storage.
  - North orientation.
  - Separate diagram for each floor (if multiple levels).
  - Need not be to scale.
  - Exterior areas must show type of fencing, walls, etc.
- Purchase agreement, stock transfer agreement, loan documentation, promissory notes, etc.
- Individual History Record (DR 8404-I). Please refer to the memo from the Fort Collins Police Department.
- Authorization and Consent form.



**Electronic Fingerprinting: You can use either site listed below:**

- [www.coloradofingerprinting.com](http://www.coloradofingerprinting.com), set up an account to schedule an appointment to get fingerprinted using **6192LLQH** as the CBI unique ID.
- [www.uenroll.identogo.com](http://www.uenroll.identogo.com), enter code **25YQ6K** on the first screen, then click on schedule or manage appointment and follow the instructions. The unique CBI code for this business is **CONCJ6192**.

### **Corporate/Ownership Documents**

S-Corporations:

- Certificate of Good Standing dated within last two years.
- Articles of Organization.

OR

Partnership Documents:

- Attach partnership agreement (except for husband-wife partnerships).
- Attach Certificate of co-partnership (if applicable).

OR

Limited Liability Company Documents:

- Attach Certificate of Good Standing dated within last two years.
- Attach articles of organization (acknowledged by Secretary of State).
- Attach copy of operating agreement (required if OTHER than sole member LLC or husband and wife LLC)

### Fee Schedule

		<i>City Fees (1)</i>	<i>Write in Amount</i>	<i>State Fees (2)</i>	<i>Write in Amount</i>
<b>Application Fee</b>	Transfer Fee	\$400.00		\$1550.00	
	Temporary Permit	\$100.00			
<b>License Fee</b>	Fermented Malt Beverage	\$3.75		\$ 96.25	
		<b>Total City Fees (1)</b>		<b>Total State Fees (2)</b>	
Fingerprints: See <a href="http://www.identogo.com">www.identogo.com</a> to create your online registration and set an appointment for your fingerprints					

- 1) Check or money order payable to the "City of Fort Collins".
- 2) Check or money order payable to the "Colorado Department of Revenue".

### Occupation Tax

The City of Fort Collins has levied an annual Occupation Tax on the retail sales of alcoholic beverages. This tax is due January 1, of every year for the new calendar year. For a new establishment, the tax is pro-rated for the portion of the first year the business is licensed. No new or renewal license will be issued until tax is paid in full. *(If the license is granted, this fee is pro-rated and is due when the license is issued. Check must be made out to the City of Fort Collins).*

Fermented Malt Beverage                      \$750

## GENERAL INFORMATION

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After an application is filed in the City Clerk's Office at 300 West LaPorte Avenue, the file is reviewed, and any deficiencies are reported to the applicant prior to the consideration of the application by the Liquor Licensing Authority. The Police Department also performs background investigations and reports its findings to the Liquor Licensing Authority.

The applicant, or his/her representative, must be present at the hearing. The Fort Collins Liquor Licensing Authority generally meets the third Wednesday of each month at 1:00 p.m., in Municipal Court, 215 North Mason Street, 1st floor. You will be given the hearing date at the time of filing your application with the City Clerk's Office.

If the application is approved by the Liquor Licensing Authority, the City Clerk's Office will forward the application to the Colorado Department of Revenue, Liquor Licensing Division for review and approval. Typically, the State will process the application and mail the State's liquor license to the City Clerk's Office in 1-2 months. The City of Fort Collins license is then prepared, and both licenses are issued to the applicant once all inspections are complete and occupation tax is paid (if applicable). **A certificate of occupancy may be required before a license can be issued.**

**For additional information, please contact:**

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